



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

IMEU-CHV-Z

JUN 22 2005


MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 1, USAG Benelux Command Policy Letters

1. USAG Benelux command policy letters are statements of Garrison Command policy that are applicable to USAG Benelux subordinate commands, directorates, and to their Soldiers, civilian employees, and family members. These letters are used to provide one or more of the following:

- a. Policy that has not yet been published in an USAG Benelux publication.
- b. The highest level of command emphasis in areas that may or may not be covered in Army or Army in Europe publications.
- c. Statements of policy concerning special-interest areas, such as equal opportunity, when required by HQDA.

2. Enclosed is a list of USAG Benelux command policy letters currently in effect. To view the letters, go to the USAG Benelux Homepage at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>, click on Garrison Commander, and then click on Policy Letters.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus
CDR, USAG Schinnen
CDR, USAG Brussels

USAG BENELUX Command Policy Letters

POLICY NUMBER	SUBJECT	PROPONENT	DATE
1	USAG Benelux Command Policy Letters	GC	22-Jun-05
2	Commander's Open Door Policy	GC	22-Jun-05
3	Commercial Solicitation	GC	22-Jun-05
4	Lost US Identity Card Replacement Procedures	GC	22-Jun-05
5	Equal Opportunity Complaint Procedures	EO	22-Jun-05
6	Prevention of Sexual Harassment	EO/EEO	22-Jun-05
7	Equal Employment Opportunity and Affirmative Employment	EEO	22-Jun-05
8	Requests for Exception to Housing Policy	DPW	22-Jun-05
9	Care of Pets in Military Housing Areas	DPW	22-Jun-05
10	USAG Benelux Environmental Management System	DPW	22-Jun-05
11	Right of Civilian Employees to Present Complaints to or Request Assistance From the Inspector General	IG	22-Jun-05
12	USAG Benelux Commander's Policy on Safety	Safety	22-Jun-05
13	Command Supply Discipline Program (CSDP)	DOL	22-Jun-05
14	Procedure for Processing Financial Liability Investigations of Property Loss When Belgian Host Nation Employees (HN) are involved.	DOL	22-Jun-05
15	Procedure for Processing Financial Liability Investigations of Property Loss When Dutch Host Nation Employees (HN) are involved.	DOL	22-Jun-05
16	Energy Conservation	DOL	22-Jun-05
17	Family Violence	MWR	22-Jun-05
18	USAG Benelux Proper Use of E-Mail	PAIO	22-Jun-05
19	USAG Benelux Alcohol Consumption Policy	HR	22-Jun-05
20	Equal Opportunity & Equal Employment Opportunity	EO/EEO	22-Jun-05
21	Motorcycle Driving	DES	22-Jun-05
22	Commander's Policy on Holiday within the USAG Benelux	GC	22-Jun-05
23	Approval Authority for more than 30 Days of Leave	GC	22-Jun-05
24	USAG Benelux Policy on Controlling Smoking	Health Promotion Coordinator	22-Jun-05
25	Civilian Training and Professional Development	GC	
26	Productivity Improvement Review (PIR) Incentive Awards	PAIO	15-Mar-06
27	Purchase of German Gas Coupons	DHR	
28	Safety and Occupational Health Asbestos Operations and Maintenance Program Policy	Health Promotion Coordinator	



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF


IMEU-CHV-EO (600-20)

JUN 22 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 2*, Commander's Open Door Policy

1. My policy permits any member of the USAG Benelux Community who wishes to meet with me to do so. I will personally address any issue surfaced during the open door visit, except pending legal actions. In order to protect the legal rights of all concerned, I cannot discuss matters arising from criminal or adverse administrative investigations.
2. I encourage all members to initially use their chain of command, as the initial forum for resolving all issues.
3. Personnel wishing to see me under this policy should contact my office to ensure my availability. I can be contacted at Building 30, Caserne Daumerie, DSN 361-1300/5410. I look forward to assisting any member of the community who needs my help.
4. The proponent of this memorandum is Commander's Equal Opportunity Office, Unit 21419, ATTN: IMEU-CHV-EO, or telephonically DSN 361-5235. This memorandum will be posted to allow for maximum viewing by unit, directorate and section personnel. Commanders will ensure that their personnel are aware of the policy.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus
CDR, USAG Schinnen
CDR, USAG Brussels

*Previously Policy Letter 3

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

IMEU-CHV-Z

JUN 22 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 3*, Commercial Solicitation

1. Reference: USAREUR Regulation 210-70, On-Post Commercial Solicitation, 31 May 2005.
2. Purpose: To ensure that referenced regulation pertaining to commercial solicitation is followed within the USAG Benelux.
3. Applicability:
 - a. All military and civilian personnel and their family members within the USAG Benelux including controlled government housing areas.
 - b. Individuals seeking to conduct business or to advertise their firm, product or event on property controlled by USAG Benelux including government controlled housing areas.
4. This policy does not apply to individuals (military, civilian, family members) selling their personal property by advertisements on bulletin boards, Training Times, or other official command publications.
5. No agent will be allowed to solicit within the USAG Benelux AOR without first obtaining authorization from the commander or his/her authorized representative. An agent is anyone who solicits or advertises goods. Examples of goods are Tupperware, Avon products, Mary Kay cosmetics, sport cards, et cetera. Individuals properly residing in Government-owned or – leased quarters may request permission to operate a Home Based Business (HBB) that sells commercial items like these examples. Individuals who wish to operate an HBB in private quarters must comply with the terms of their lease and all Host Nation laws, to include local ordinances.
6. Agents must contact the local Law Center to obtain proper information concerning authorization for solicitation of services. Examples of services are haircutting or manicures for which the service providers receive compensation. These home-based businesses are authorized and need my approval.
7. On-post door-to-door solicitation in housing areas or barracks is prohibited. Examples of prohibited solicitation are life insurance, securities, books/encyclopedias, et cetera (see paragraph 8, UR 210-70). Also, the military postal system will not be used to send or receive parcels or any correspondence related to conducting a commercial business (see paragraph 8 UR 210-70).

*Previously Policy Letter 17

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>


IMEU-CHV-Z

SUBJECT: USAG Benelux Command Policy Letter 3*, Commercial Solicitation

8. Officials of cities in the vicinity of the USAG Benelux must contact USAG Benelux officials prior to on post advertisement of city-sponsored events. City representatives should contact the USAG Public Affairs Officer for more information. This contact should occur prior to displaying or advertising events endorsed by the cities surrounding the area.

9. Solicitation on installations is a privilege, not a right. No person may enter the USAG Benelux and transact commercial business without command approval. Solicitation without command approval could result in violators being barred from some or all U.S. Army Europe military installations.

10. Members of the USAG Benelux community are asked to assist the command in this matter. Should you become aware of questionable solicitation activity within the USAG Benelux, contact the Military Police, DSN: 361-5101.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus

CDR, USAG Schinnen

CDR, USAG Brussels

*Previously Policy Letter 17

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO ATTENTION OF

IMEU-CHV-ZA

JUN 22 2005

MEMORANDUM FOR Commanders and Directors Assigned to or Tenants of the Benelux Garrisons

SUBJECT: USAG Benelux Command Policy Letter 4, Lost US Identity Card Replacement Procedures

1. The loss of a US Identification card is a serious risk to the safety and protection of every member and tenant of the garrisons of the Benelux. Safeguarding US identity cards is a principal concern of the Chain of Command in our communities and must become a responsibility shared by us all.
2. Most of the US Identification cards lost by members of our communities are the result of carelessness, not theft or accident. Often, cards are replaced without the Chain of Command being aware a card had been lost.
3. Beginning Monday, 6 June 2005, the following procedure will be instituted for the replacement of US identification cards throughout the garrisons of the Benelux.
4. No matter where it might occur, the loss of a US identification card by a Soldier, Sailor, Airman, or Marine, a civilian employee or a member of their family, assigned to one of the garrisons of the Benelux must be reported at the first opportunity to their respective garrison military police station. The Military Police Desk Sergeant will open a case concerning the loss and the case will be entered on the official Military Police Blotter. The person reporting the loss must obtain a Report of Lost Identity Card from the Military Police Desk Sergeant. The form must have been assigned a control number and must be signed by the Military Police Desk Sergeant. As part of the loss report, the Military Police Desk Sergeant will advise service members who have lost their ID cards of their legal rights pursuant to Article 31(b).
5. A replacement US identification card will be issued only at the request, in writing, of the first commander in the Chain of Command of a service member or the first line supervisor of any civilian or contractor person. The Report of Lost Identity Card, issued by the Garrison Military Police Desk Sergeant must be attached to the request signed by the commander or the first line supervisor. The sponsor must be present when a replacement US Identification card is being issued to a dependent for whom they are responsible.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:
X, plus
CDR, USAG Schinnen
CDR, USAG Brussels

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

IMEU-CHB-EO (600-20a)

JUN 22 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 5*, Equal Opportunity Complaint Procedures

1. The chain of command, with few exceptions, is the preferred channel for resolving alleged discriminatory practices, and for addressing equal opportunity complaints. Soldiers will make maximum use of command channels for resolution of equal opportunity grievances.
2. Changes to the Army's complaint process require updated training for all Soldiers and supervisors. In addition, commanders at every level will establish a complaint procedure policy IAW Interim Change 4 to AR 600-20, 17 Dec 93, Army Command Policy. This policy statement must include the following specific timeliness for processing complaints:
 - a. Soldiers and family members must have **60 calendar days** from the date of an alleged incident in which to file a formal complaint.
 - b. A Soldier or family member files a formal complaint by submitting a sworn statement on an Equal Opportunity Complaint Form (DA Form 7279-R).
 - c. If the receiving agency decides to refer a complaint to another agency or, with the consent of the complainant, back to the appropriate commander, that referral must occur within 3 calendar days.
 - d. Upon receipt of a formal complaint, the commander has **14 calendar days** in which to conduct an investigation or to refer the case to a higher echelon commander.
 - e. If, due to extenuating circumstances, it becomes impossible to conduct a complete investigation, the commander may receive an extension (not to exceed 30 calendar days after the initial 14 - day suspense), in writing, from the next higher echelon commander. The complainant must be informed of the circumstances and duration of the extension.
 - f. After completion of the investigation, the complainant will receive feedback from the commander. The feedback will state the official findings of the investigation. Written feedback may state that appropriate action is being considered but will not delineate the specific actions.
 - g. Should the complaint be unresolved, the complainant has 7 calendar days to appeal in writing, to the next higher echelon commander.

*Previously Policy Letter 14

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>

IMEU-CHB-EO (600-20a)

SUBJECT: USAG Benelux Command Policy Letter 5*, Commander's Policy on Equal Opportunity Complaint Procedures


h. Complaints unresolved at United States Army Garrison (USAG) level may be appealed to the General Court-Martial Convening Authority within the chain of command. Decisions at this level are final.

3. Although the processing of Equal Opportunity complaints through the chain of command is strongly encouraged, it will not serve as the only channel available to Soldiers and family members. Commanders and supervisors will not preclude anyone from using the following channels for addressing complaints:

- a. Higher echelon chain of command
- b. Equal Opportunity Advisors
- c. Inspector General
- d. Provost Marshal/Criminal Investigation Command (CID)
- e. Medical agencies
- f. Staff Judge Advocate (SJA)
- g. Housing Referral Office (HRO)

4. My policy regarding equal opportunity and sexual harassment is non-negotiable. Commanders, supervisors and senior noncommissioned officers must create an environment free of discrimination and sexual harassment for all Soldiers, civilian employees and family members.

5. I have designated **DSN 361-5235** as the USAG Benelux **EQUAL OPPORTUNITY/SEXUAL HARASSMENT HOTLINE**. This memorandum will be posted to allow for maximum viewing by unit, directorate and section personnel. Commanders will ensure all personnel are fully aware of my policy.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus
CDR, USAG Schinnen
CDR, USAG Brussels

*Previously Policy Letter 14

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF
IMEU-CHV-EO/EEO

JUN 22 2005

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: USAG Benelux Command Policy Letter 6*, Prevention of Sexual Harassment

1. REFERENCE. AR 600-20, 13 May 2002, Army Command Policy
2. PURPOSE. To establish policy and procedures for Prevention of Sexual Harassment
3. GENERAL

Sexual harassment is not tolerated in the USAG Benelux. Prevention of sexual harassment is the responsibility of every commander, director, manager, and supervisor.

(1) Sexual harassment is a form of gender discrimination that involves unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when-

A. Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, career, or

B. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or

C. Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive working environment.

(2) It is each individual's responsibility to know what sexual harassment is, to never tolerate its occurrence, and to report any violations to the chain of command. I expect each Soldier, family member, and civilian employee to help in the prevention of sexual harassment.

(3) Each commander, director, manager, and supervisor is responsible for ensuring that all employees within their organizations attend appropriate training.

4. If you believe that you are being sexually harassed, do not tolerate it! You are encouraged to confront the person responsible for the harassment. If it continues or if you think personal confrontation is not advisable, the situation must be brought to the attention of the chain of command. Complaints may be filed with the Equal Opportunity or the Equal Employment Opportunity Office. Complaints will be thoroughly investigated and resolved expeditiously. Reprisal against individuals who file sexual harassment complaints will not be tolerated by this command.

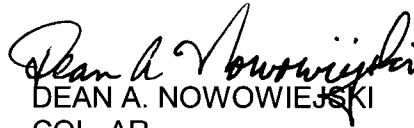
**Previously Policy Letter 29*

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>

IMEU-CHV-EO/EEO

SUBJECT: USAG Benelux Command Policy Letter 6*, Commander's Policy on Prevention of Sexual Harassment

5. The proponent of this command policy is the Equal Opportunity Office, 361-5235 and the Equal Employment Opportunity Office at 361-5281/5876.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus

CDR, USAG Schinnen

CDR, USAG Brussels

*Previously Policy Letter 29

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



**DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708**

REPLY TO
ATTENTION OF

IMEU-CHV-EO/EEO

JUN 22 2005

MEMORANDUM POUR TOUT LE PERSONNEL

OBJECT : Directive 6* du USAG Benelux - Prévention du harcèlement sexuel

1. **REFERENCE :** Règlement de l'armée AR 600-20, du 12 mai 2002 - directive du Commandement de l'armée
2. **OBJECTIF :** Comment prévenir le harcèlement sexuel - directives et procédures
3. **GENERALITES:**

Le harcèlement sexuel n'est pas toléré au sein du USAG Benelux. Chaque commandant, directeur, manager ou superviseur doit veiller à prévenir le harcèlement sexuel.

(1) Le harcèlement sexuel est une forme de discrimination sexuelle qui implique des avances sexuelles malvenues, des demandes de faveurs sexuelles ainsi que d'autres comportements verbaux ou corporels de nature sexuelle comme :

- a. Faire dépendre, explicitement ou implicitement le poste, le salaire ou la carrière de quelqu'un de la soumission ou au rejet d'un tel comportement.
- b. Quand le fait pour une personne de se soumettre ou de rejeter un tel comportement est à l'origine des décisions affectant sa carrière ou son emploi ou
- c. Quand un tel comportement affecte le travail et les résultats d'une personne ou crée un environnement de travail intimidant, hostile ou déplaisant.

(2) Chacun doit savoir ce qu'est le harcèlement sexuel ; il est de la responsabilité de chacun de ne jamais le tolérer, et de rapporter toute infraction à sa hiérarchie. J'attends de chaque soldat, personne à charge, et employé civil qu'il contribue à la prévention du harcèlement sexuel.

(3) Chaque commandant, directeur, manager, et superviseur doit s'assurer que tous les employés de son organisation reçoivent la formation appropriée.

4. Si vous croyez être victime de harcèlement sexuel, ne le tolérez pas ! Confrontez la personne responsable. Si elle persiste ou si vous pensez qu'une confrontation physique n'est pas conseillée, il y a lieu de rapporter les faits à votre hiérarchie. Les plaintes doivent être introduites auprès du service Equal Opportunity ou du bureau Equal Opportunity Office. Les plaintes seront soigneusement examinées et le problème résolu au plus vite. Ce commandement ne tolérera aucune mesure de représailles à l'encontre des personnes qui auront introduit une plainte pour harcèlement sexuel.


*Précédemment appelée directive 29

Ce mémorandum est disponible sur le site : <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>

IMEU-CHV-EO/EEO

OBJECT : Directive 6* du USAG Benelux - Prévention du harcèlement sexuel

5. Le service responsable de cette directive est le Equal Opportunity Office, no. de téléphone militaire 361-5235 et le Equal Employment Opportunity Office au no. de téléphone militaire 361-5281/5876.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus

CDR, USAG Schinnen

CDR, USAG Brussels

*Précédemment appelée directive 29

Ce mémorandum est disponible sur le site : <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

IMEU-CHV-EEO

JUN 22 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 7*, Equal Employment Opportunity and Affirmative Employment

1. I wish to affirm my commitment to Equal Employment Opportunity (EEO) and Affirmative Employment policies and objectives. I totally support EEO and Affirmative Employment goals and the principles and concepts upon which they are based.
2. All employees regardless of race, color, sex, religion, national origin, age, or disability, must be given equal consideration and treatment for employment and the opportunity to achieve their full potential. The USAG Benelux is currently comprised of individuals with widely diverse backgrounds and experiences. In order to meet the challenges of the future, we must all work together to create and maintain an environment, which fosters equity and fairness.
3. All employees of, and applicants for employment with, the U.S. Army, whether appropriated fund or non-appropriated fund, must do their part to ensure that we work in a positive environment which fosters teamwork and cooperation. Employees must be respected, appreciated, and accepted for their contributions and perspectives. While we can be proud of our past efforts in these critical areas it is imperative that we remain vigilant and sensitive to the human needs of our personnel. The achievement of our EEO goals is the personal responsibility of each manager and supervisor.
4. The proponent office of this policy is Equal Employment Opportunity. Comments and suggested improvements may be sent directly to the EEO Office, Unit 21419, ATTN: IMEU-CHV-EEO, APO AE 09708, DSN 361-5057/5281.

DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus
CDR, USAG Schinnen
CDR, USAG Brussels

*Previously Policy Letter 34

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF


IMEU-CHV-EEO

JUN 22 2005

MEMORANDUM POUR VOIR DISTRIBUTION

OBJET: Directive 7* du USAG Benelux - Egalité des chances et discrimination positive

1. Je souhaite affirmer mes engagements quant aux directives et objectifs en matière d'égalité des chances et de discrimination positive. Je soutiens pleinement les objectifs poursuivis dans ces domaines par le EEO ainsi que les principes et concepts sur lesquels ils se basent.
2. Tous les employés qui postulent pour un emploi doivent être également considérés et traités, sans distinction de race, de couleur, de sexe, de religion, de nationalité, d'âge, ou de handicap ; tous doivent avoir la possibilité de s'épanouir pleinement. Le USAG Benelux est actuellement constitué de personnes venant d'horizons extrêmement différents et ayant vécu des expériences différentes. Pour atteindre les objectifs du futur, nous devons œuvrer ensemble pour créer et conserver un environnement favorisant l'équité et l'impartialité.
3. Tous les employés de l'armée américaine ainsi que tous les candidats aux postes vacants - que leurs postes soient budgétés ou pas - doivent contribuer et veiller à ce que nous travaillions dans un environnement positif favorisant le travail en équipe et la collaboration. Il faut respecter, apprécier et accepter le concours et les points de vues des employés. Bien que nous puissions être fiers de nos efforts passés dans ces importants domaines, il est impératif que nous restions vigilants et sensibles aux besoins humains de notre personnel. Chaque manager et superviseur est personnellement responsable de la réussite de nos objectifs en matière d'égalité des chances.
4. Le service responsable de cette directive est le Equal Employment Opportunity. Tous les commentaires ou suggestions peuvent être directement adressés au EEO Office, Unit 21419, ATTN : IMEU-CHV-EEO, APO AE 09708, DSN 361-5057/5281.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus
CDR, USAG Schinnen
CDR, USAG Brussels

* Précédemment appelée directive 34

Ce mémorandum est disponible sur le site: <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

IMEU-CHV-PWH (210)

JUN 22 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: USAG Benelux Command Policy Letter 8*, Requests for Exception to Housing Policy

1. References:

- a. Army Regulation 210-50, Installations Housing Management, 1 September 1997.
- b. USAREUR Regulation 210-50, Installations Housing Management, 25 August 1992.

2. Purpose: To describe the objectives, policies and responsibilities for requests for exception to housing policies submitted by customers.

3. Applicability: Community, tenant units, agencies, and activities within the USAG Benelux.

4. Objective: To establish a standard procedure for evaluating requests for exception to housing policy.

5. Policies:

a. All requests for exception to housing policies must be submitted with supporting documentation through the service member's unit chain of command to the Chief, Housing Division (Enclosure 1).

b. Requests for exception to policy, which are not based on extreme hardship or compassionate reasons, may be approved by the Housing Manager. Examples are: Exception to one year private rental program, retention of quarters after PCS; establishment of earlier eligibility date for justified reasons, authorization for extra bedroom; authorization to reside off-post.

c. Requests for exception to policy based upon extreme hardship or compassionate reasons, will be forwarded by the Chief, Housing Division for approval to the Commander, USAG Benelux.

d. Requests disapproved by the Housing Manager, may be resubmitted for reconsideration to the Deputy Commander, USAG Benelux, USAG Schinnen, and USAG Brussels.

**Previously Policy Letter 9.*

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>

IMEU-CHV-PWH (210)

SUBJECT: USAG Benelux Command Policy Letter 8*, Commander's Policy on Requests for Exception to Housing Policy

6. Procedures:

a. All requests must be endorsed by the service member's chain of command. The chain of command, at any level, may disapprove the request. Requests received without proper endorsement will be returned to the appropriate commander.

b. Requests for exception to policy based upon a specific medical problem, must be additionally endorsed by the Local DOD Health Care Commander.

c. Requests for exception to policy based upon a financial hardship, must be additionally endorsed by the Army Community Service (ACS) that the service member is undergoing a financial hardship and is working with ACS to correct the situation.

d. Requests for exception to policy for any furniture item will be submitted from the member directly to the Centralized Furnishing Management Office (CFMO). CFMO will forward all furniture requests for exception to the Chief, Housing Division, who will forward the request to IMA-E. Only IMA-E may approve requests for exception to policy for furniture; exception to this is loan of furniture will be approved locally.

e. All requests for exception to policy must be clearly justified and show that the service member is living under conditions not typical of others. Favorable approval of the requested exception must immediately relieve the condition or hardship, which necessitated the request.

7. Responsibilities: Service members are responsible for delivery of requests with the required endorsements and documentation to the local Community Housing Office.

8. The local Community Chief of Housing is responsible for responding to the exception to policy within 5 working days. The Chief, Housing Division is responsible for forwarding disapproved requests upon request from the service member, for review to the USAG Commander.

9. Proponent: The proponent of this memorandum is the Housing Division, Directorate of Public Works at DSN 361-5509.

Encl
as


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus

CDR, USAG Schinnen

CDR, USAG Brussels

*Previously Policy Letter 9.

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>



**DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708**

REPLY TO
ATTENTION OF

IMEU-XXX

MEMORANDUM THRU Company Commander

MEMORANDUM FOR Directorate of Public Works, Housing Division, ATTN: Housing Manager,
APO AE 09708

SUBJECT: Request for Exception to Policy

1. State your specific request.
2. Facts/documentation/justification.
3. Point of contact is _____ (where you can be reached).

Your signature
Your signature block

Sample Request for Exception to Policy
Enclosure 1



DEPARTMENT OF THE ARMY
HEADQUARTERS, US ARMY GARRISON BENELUX
UNIT 21419
APO AE 09708

REPLY TO
ATTENTION OF

IMEU-CHV-PWH (210)

JUN 22 2005

MEMORANDUM FOR U.S. Housing Residents

SUBJECT: USAG Benelux Command Policy Letter 9*, Care of Pets in Military Housing Areas

1. Reference: USAG Benelux Regulation 210-3, Installations – Appointment of Area/Block Coordinators, 15 March 1996.
2. Pets are an integral part of many families; however, to ensure a healthy, pleasant and comfortable community for everyone, some controls must be established. In this regard, pets will be kept on a leash at all times in housing areas. Sponsors will ensure that all pets are controlled in such a manner that they do not become a public nuisance or menace. Sponsors are responsible for ensuring that their pets are vaccinated and registered in accordance with applicable regulations. Stray animals often pose a problem in housing areas. Encouragement for stray animals, such as feeding or nurturing is highly discouraged. Stray animals may not necessarily be healthy and may become vicious as numbers increase. The following guidelines are not intended as an all-inclusive list; however, housing area personnel should comply at a minimum with the following:
 - a. Any dog that has the history of attacking or threatening persons or other animals will be muzzled and kept on a short leash when out of quarters. All dogs, when outside, will be on a leash and accompanied by the owner or a responsible individual capable of controlling the animal.
 - b. Pets will be exercised outside the immediate vicinity of the housing areas at a minimum of 50 feet away from the buildings.
 - c. Pets will not be tied to stair railings, pipes, shrubbery, privacy walls or trees in or around quarters.
 - d. Pets will be fed only in the sponsor's quarters or yard.
 - e. Pets will not be allowed to defecate on porches, in the immediate vicinity of quarters, playgrounds or on sidewalks. Sponsors are responsible for immediate cleanup regardless of location. There are also Host Nation Laws governing the requirements for cleaning up after your pets. Failure to comply may result in punishment for the pet owner.
 - f. Not more than two pets (dogs/cat) will be housed in government quarters at any one time.

**Previously Policy Letter 13*


This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>

IMEU-CHV-PWH (210)

SUBJECT: USAG Benelux Command Policy Letter 9*, Commander's Policy on Care of Pets in Military Housing Areas

3. In cases where owners of pets are negligent in the care of supervision of their pets, appropriate actions will be taken by the block/area coordinators. Considering the restricted space in the housing area, the USAG Commander has the authority to direct the sponsor to remove an offending pet from the housing area immediately. In severe cases, the sponsor may be removed from a housing area for failure to control their pet(s).

4. The proponent of this memorandum is the Housing Division, Directorate of Public Works at DSN 361-5519.


DEAN A. NOWOWIEJSKI
COL, AR
Commanding

DISTRIBUTION:

X, plus

CDR, USAG Schinnen

CDR, USAG Brussels

**Previously Policy Letter 13*

This memorandum is available at <http://www.usagbenelux.eur.army.mil/sites/commander/policy.asp>